

As part of our commitment to quality and continual improvement, we ask select providers of products or services to complete this supplier quality survey, in order to qualify your company for future purchases.

GENERAL INFORMATION		
Company Name:		
Address:		
Telephone:		
Supplier's Primary Business/Product:		
Product Being Considered From This Source:		
Total Number Of Personnel:		
Quality:	Engineering:	Manufacturing:
Points of Contact:		Name:
Quality Assurance Representative _____		_____
Purchasing Representative _____		_____
Management Representative _____		_____
Survey Completed By:	Department:	Date:
_____	_____	_____
_____	_____	_____
_____	_____	_____

		Yes	No	Underway	N/A
Risk Management					
1	Is there a documented Business Continuity Plan?				
2	Are there documented procedures defining the Manufacturing Capacity Planning process?				
3	Are there documented procedures defining the Resource Planning Process?				
4	Is a current Dunn & Bradstreet report available?				
Special Processes					
1	List special processes performed in-house:				
2	List Soldering and Workmanship standards used:				
3	Describe your system for material traceability:				
4	Can you issue signed Certificates of Conformance?				
5	Do you use AS9102 for your first Article Inspection?				
6	Do you Maintain NADCAP Special Process Certifications?				
7	Do you have special processes that are not third party certified?				
8	Are your procurements reviewed for compliance to DFAR 252.225-7008 or 7009 Specialty Metals Clause?				
9	Do you have an electrostatic discharge (ESD) program?				
10	Do you have a Moisture Sensitive (MSD) protection Program?				
11	Do you have a Foreign Object Debris/Damage (FOD) prevention program?				
12	Do you ensure your employees are aware of their contribution to product conformity?				
13	Do you ensure your employees are aware of their contribution to product safety?				
14	Do your employees understand the importance of ethical behavior?				

If your company is currently ISO 9001, ISO/TS 16949, ISO 13485 or AS9100 certified, you may submit a copy of your certificate in lieu of the remainder of this survey. All such certificates must be provided by a third party registrar accredited by ANAB, UKAS or another IAF signatory accreditation body. Unaccredited certificates are not recognized by Bowhead Manufacturing.

		Yes	No	Underway	N/A
QUALITY ASSURANCE INFORMATION					
1	The quality assurance organization's authorities and responsibilities are clearly defined in writing.				
2	The QA/QC Dept. has the authority to withhold items that have not met acceptable quality standards.				
3	There is a Quality System Manual defining the company's QMS in detail.				
4	The company prepares and issues periodic reports and maintains records relative to item acceptance/rejection, and disposition of rejected items.				
5	The quality assurance organization maintains a system for the use and control of inspection stamps.				
6	The quality assurance organization has a system for quality evaluations of potential suppliers.				
7	The quality assurance organization reviews all purchase orders.				
RECEIVING INSPECTION					
8	Is each lot of material received subjected to receiving inspection?				
9	Inspectors are provided with adequate inspection instructions.				
10	Does a documentation system exist to trace lot of material received until lot is expended?				
11	Can evidence of receiving inspection acceptance be found in each lot of material as it moves through the manufacturing process?				
12	Drawings used by receiving inspection are legible and reflect the latest changes.				
13	Sampling inspection, when applicable is performed in compliance with established recognized standards.				
IN-PROCESS INSPECTION					
1	Is there an in-process traveler or inspection record on each unit or lot?				
2	Do manufacturing and quality personnel annotate the traveler for each operation performed?				
3	Adequate inspection instructions are made available to all in-process inspection personnel?				
4	Drawings used by inspection are legible and reflect the latest changes.				
5	The measuring devices, gauges and test equipment required for in-process inspection are available and are adequate.				
6	Sampling inspection, when applicable, is performed in compliance with established, recognized standards.				
7	The supplier maintains a system for the proper identification of the inspection status of in-process materials.				
MEASURING DEVICES AND TEST EQUIPMENT					
1	Whenever measuring devices, gauges or test equipment items are reworked, they are inspected and calibrated prior to use.				
2	When new measuring devices, gauges and test equipment are acquired, they are inspected and calibrated prior to use.				
3	The processes for calibrating measuring devices, gauges and test equipment are covered by written procedures.				
4	All measuring devices, gauges and test equipment carry stamps which indicate the most recent calibration date and the date when the next calibration is to be performed.				
5	The supplier's quality assurance organization maintains a system for the automatic recall and periodic recalibration of all measuring devices, gauges and test equipment.				
6	Are calibration certificates with NIST traceability on file for all tools or calibration standards?				
CONTROL OF NONCONFORMING PRODUCT					
1	The supplier maintains a documented system for handling of nonconforming materials				
2	The supplier maintains a system for removing nonconforming supplies from the product flow.				
3	The supplier maintains a system for taking corrective action in order to prevent repetitive discrepancies.				
4	The supplier maintains a system for following up on all corrective action requests.				
5	Reports on nonconforming materials are regularly prepared and are reviewed by management for action.				

		Yes	No	Underway	N/A
FINAL INSPECTION					
1	Adequate inspection instructions are available to final inspection personnel.				
2	Written instructions and procedures are readily available to all final inspection personnel.				
3	Drawings used by final inspection are legible and reflect the latest changes.				
4	The measuring devices, gauges and test equipment required for final inspection are available and adequate.				
5	Sampling inspection, when applicable, is performed in compliance with established, recognized standards.				
SHIPPING AND PACKAGING					
1	The supplier's quality assurance organization operates a shipping inspection function.				
2	All shipping inspection operations are performed in accordance with written instructions.				
3	Shipping inspectors have ready access to customer specified packaging instructions.				
4	When required, certified packaging materials are used.				

Assigned Initial Risk Level: _____

Vendor Approved By:

Quality: _____ Date: _____

Engineering: _____ Date: _____

Sourcing Specialist: _____ Date: _____